

CENTRAL OFFICE ADMINISTRATION
CENTRAL OFFICE FORECAST AND JOB CONTROL

1. GENERAL

- 1.001 This Addendum supplements Section 201-101-906SW.
- 1.002 This Addendum is reissued to update the text and to provide information for locations which have converted to Functional Accounting.
- 1.003 This Addendum also includes the revised Form SW-6498, Central Office Foreman's Report (Exhibit 10).

Locations which have converted to Functional Accounting shall use the FA Form SW-6817.

5. REQUIREMENT FOR REPORTING

- 5.01 Form E-5845, Plant Work Schedule - Recurring Work Items shall be used by all central office foremen for scheduling all preventive maintenance work.

3. PREPARATION OF FORM SW-6498

(Change the following paragraphs:)

- 3.03 PERCENT OVERTIME - Enter the total percent overtime by dividing total overtime hours worked by the total hours expended for the calendar month or report period.
- 3.21 TOTAL OTHER MAINTENANCE HOURS - Enter the total hours expended for testing, cable maintenance, and other account coded hours which are not specifically covered by preceding paragraphs 3.14 and 3.17. The hours should include cable equipment, testing accounts, and authorized accounts of other departments or other Plant work groups. (Total "Other Maintenance Hours" should be the sum of hours covered by paragraphs 3.22, 3.23, and 3.24 below and may be obtained by this summation).
- 3.28 TOTAL HOURS EXPENDED - Enter the sum of the hours covered by the preceding paragraphs: 3.14, 3.17, 3.21, 3.25, 3.26, and 3.27. This total should agree with the total of hours shown on all of the SW-6817, PLAN Daily Work Reports, for the calendar month charged to this work location.

EXHIBIT 10

FORM SW-6498



CENTRAL OFFICE
FOREMAN'S REPORT

Form SW-6498
(Rev. 8-76)

FOREMAN _____ OFFICE _____ PERIOD _____

SERVICE	EST.	ACT.	COST	HOURS
"T" Tickets			"T" Ticket Hours	
"Memo" Tickets			"Memo" Ticket Hours	
Frame Codes			Selective Maintenance (Program) Hours	
Work Errors - Tele. Co.			Total Upkeep (R) C.O. Hours	
Intercept Errors			Preventive Maintenance Hours	
Work Evaluations			Corrective Maintenance Hours	
Number With Defects			Total "M" Hours	
Total Employees			Est. "M" (Unmeasured) Hours	
Employees Evaluated			KCO "M" (Unmeasured) Hours	
W.E. Co. Caused Troubles	X		Total "M" (Measured) Hours	
			Total Other Maintenance Hours	
			Testing Accounts	
			Cable Maintenance Accounts	
			All Other Accounts	
			Total "C" & "X" Account Hours	
			Total Training (-99) Hours	
			Total Undistributed Hours	
			Total Hours Expended	
			Overtime Hours	
			% Overtime	
			Frame "M" Hours (By Switchmen)	
			Preventive Maintenance Hours Deferred	X
			Hours Scheduled (Current Month)	
			Hours Deferred (Current Month)	
			Hours Deferred (Current Year)	
			Hours Required to be Current	
			Total Hours Scheduled (Current Year)	

EXPLANATION OF DEFERRED HOURS:

REMARKS: